

Job Description



Job Title: Regeneration Property Lead Advisor	Service Area: Property	
Directorate: Resources	Post Number: Fusion	Evaluation Number:
Grade: SMRC	Date last updated: 04/04/2022	

People at the heart of everything we do
We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent
We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

The council has an extensive portfolio of land and property assets, including commercial lettings, property occupied by the council, land holdings with development potential and strategic regeneration projects. The Head of Capital Transactions and Land Assembly is a substantial and senior role, with responsibility for delivering capital receipts of c£20m-£30m pa from often complex commercial transactions and investing £30m-£40m in land assembly for regeneration. The role holder will also deputise for the Director of Property.

The main purposes of the role are to:

- Deal directly with the management of the council's land assets, ensuring the potential for value creation, income and capital receipts are maximised, within the framework of council policies and other corporate objectives and prepare and maintain a forward plan of opportunities showing potential their impact on capital receipts and investment requirements.
- Formulate and deliver the property strategy and land assembly to enable the estate regeneration programme at custom house, canning town and carpenters to deliver 1500 new homes at a cost of over £2.5bn
- Manage the disposal of long leasehold and associated transactions to the council's 100% share owned private company, Populo living, currently planned or in scheme to deliver 1500 new homes.
- Co-ordinate the preparation and council adoption of property protocols for the use, management, maintenance, development and disposal of the council's land and property portfolio.
- Manage the land acquisition and capital receipts budgets and forecasts.
- Obtain all necessary approvals for transactions and strategy proposals from cabinet.
- Deputise for the director of property as required.
- Develop the skills and careers of junior team members.

The land portfolio includes both large and small sites, suitable for development or uses that will benefit Newham's communities. Some land is held directly and some is subject to leases. An important part of the role will be negotiating with leaseholders to unlock and bring forward new development.

Job Summary

The post holder:

1. Reports to the Head of Capital Transactions & Land Assembly
2. Will be a specialist in a demanding role requiring extensive experience and knowledge of regeneration property strategy and site assembly.
3. Will have deep knowledge and experience of the legal rights and obligations of the council in connection with property transactions
4. Will be a specialist in the negotiation and delivery of land acquisitions required for the Estate Regeneration programme
5. Will support the buyback programme of residential property sold by the Council under the Right to Buy legislation.
6. Will lead on the acquisition of shops and industrial property let out by the Council under commercial leases and required for the Regeneration.

Key Tasks and Accountabilities:

To undertake all responsibilities listed below:

- Deliver Estate Regeneration Property strategy including
 - All Estate Regeneration title due diligence and make ready for development
 - Full vacant possession of the commercial lettings on the Regeneration Estates

- Over 300 Buy-Backs of residential property either by negotiation or CPO at an estimated cost of £140m
- Negotiate and agree settlements with external stakeholders for the use, development and sale of council property assets, e.g. GLA and TFL, in connection with regeneration and other projects.
- Manage negotiations to set up and monitor joint venture and development agreements with private sector development partners.
- Negotiate directly and/or instruct the council's property services team on new lettings of corporate estate assets and the negotiation of marriage transactions and opportunistic disposals.
- Advise and undertake due diligence on property acquisitions, including liaison with finance colleagues, solicitors, surveyors and valuers.
- Maintain a forward plan showing potential transactions and their impact on financial planning considerations.
- Provide advice to the Council's finance team with commissioning asset valuations for accounting purposes and resolving questions that arise during the valuation process
- Prepare reports to support property proposals and strategies, including Key Officer, Corporate Management Team and Cabinet decisions.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

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CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: <ul style="list-style-type: none"> At least 5 years post RICS or similar qualification experience at a senior managerial level leading complex multi-disciplined on property related development programmes Deep experience of negotiating commercial property and land transactions including lease surrenders and the release of marriage value. Understanding of property market dynamics at regional and local levels Commercial landlord and tenant legislation, particularly affecting new lettings and mechanisms for negotiating possession of sites Significant experience of achieving best value for 	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

<p>Council owned land and property including statutory compliance and obtaining Cabinet decisions to implement transactions</p> <ul style="list-style-type: none"> • Workings of the planning system, including understanding policy and the planning application process • Preparing and interpreting financial appraisals • Understanding of the development process and factors that affect development viability • Knowledge of property investment and factors that affect value • Project and programme management 	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>EDUCATION/QUALIFICATIONS</p> <ul style="list-style-type: none"> • Educated to degree in a property or business management related subject. • Member of the RICS or similar professional body. 	<p>Application</p> <p>Application</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Structured and systematic approach to project work • Good communication skills, including effective report writing which is concise and purposeful • An ability to investigate, analyse and understand the property requirements of the Council, its stakeholders and communities, and to find solutions to meet these • A willingness and ability to problem solve through direct discussions with leaseholders, local residents, planning officers, developers and advisers • Taking a constructive approach to challenge (and being challenged) to consider options and achieve the best outcome to an opportunity • experience of commercial negotiations • Able to demonstrate commercial awareness, identification of opportunities and the evaluation of options • Competent in preparing and analysing financial models and appraisals • Able to undertake research to support appraisals e.g. land title enquiries, planning status, market values • Report writing, including thorough preparation, accuracy and clarity in presenting proposals • Highly collaborative, willing and able to work with (among others) elected members, the public, colleagues in legal, finance, housing and property services roles 	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • It is essential you are willing and able to collaborate with colleagues, often in a leadership and management capacity • It is essential that you are able to negotiate complex and 	<p>Application and Interview</p> <p>Application and Interview</p>

<p>multi-faceted land and development transactions</p> <ul style="list-style-type: none"> • It is essential that you are able to present reports and the rationale for recommendations to Residents, Businesses, Senior officers, CMT and Cabinet • You will be inquisitive as you strive to understand the objectives of those around you, how they can help you to succeed and vice-versa • ☑ You will be willing to make suggestions and have these challenged within a constructive team environment 	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
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